

FLEET SERVICES APPRENTICE
(Light/Heavy)

POSITION SUMMARY: This position performs a variety of unskilled, semi-skilled and limited-skilled labor intensive work related to preventative maintenance and minor repair of vehicles and equipment. This position operates and maintains vehicles, equipment and tools. Routine and repetitive tasks may be carried out with minimal or no supervision; advice and leadership are available from supervisor or designee for complex issues or those requiring authorization.

SUPERVISION RECEIVED: Work is performed under the direction of the Fleet Services Supervisor or his/her designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform preventative maintenance related to vehicles and equipment.
2. Perform minor vehicle and equipment repairs and maintenance, including but not limited to repair and replacement of various vehicle systems such as exhaust systems and brake systems.
3. Perform tire service.
4. Assist other technicians in fleet services.
5. Assist in snow and ice removal as directed.
6. May operate lathes, boring/milling machines, drill presses and other machinery.
7. Assist with various projects and special events.
8. Perform heavy manual labor.
9. Operate various types of vehicles, equipment and tools.
10. Prepares information for records and reports including documentation of work activities.
11. Sweep and scrub floors and work areas, empty trash and perform other work required to maintain a clean, uncluttered work environment.
12. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree supplemented by trade school, college coursework or other training or work experience in fleet services.
- B. Possess and maintain a State of Michigan Apprentice License or obtain within six months of hire.
- C. Knowledge of current automotive and equipment maintenance techniques. Demonstrates a

mechanical aptitude.

- D. Demonstrates ability to operate and maintain vehicles, equipment, and tools.
- E. Ability to communicate effectively, record accurate data and to understand and follow instructions.
- F. Ability to use computers and software programs including fleet programs and the ability to learn other programs as required.
- G. Ability to establish effective working relationships and use good judgment and resourcefulness when working with staff, other agencies and the public.
- H. Ability to work as a team, possess self-supervising attributes and a positive and congenial attitude.
- I. Ability to work various shifts and respond to call outs.
- J. Possess a valid Michigan motor vehicle operator's license.
- K. Possess and maintain a CDL-A with hazardous materials and tanker endorsements within six months of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight without assistance. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a fleet services facility, the field and occasionally in an office setting. The noise level in the work environment ranges from noisy in the facility and field to quiet in the office. While working in the facility and field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

TOOLS:

An employee in this position is responsible for the purchase and maintenance of personal hand tools needed to perform the responsibilities of this position.